



**West Bengal  
Industrial Development  
Corporation**

**Request for Proposal for Installation ,Printing , Fixing of  
flex and Display hoarding at different locations in Kolkata**

**Tender No: WBIDC /CC/230/HOARDING-IP / 2014-15**

**Dated : 7.3.2015**

**West Bengal Industrial Development Corporation Limited**

**(A Government of West Bengal Undertaking)  
Protiti, 23 Abanindranath Thakur Sarani,  
Kolkata -700 017**

**Memo No : WBIDC /CC/230/HOARDING-IP / 2014-15 /**

<b>Sl.No</b>	<b>Name of the work</b>	<b>Period of completion</b>	<b>Name of the concerned division</b>	<b>Date of Submission</b>
1.	Installation ,Printing and fixing of flex hoarding and display at different locations in Kolkata with best visibility.	30 days from issue of Work order.	West Bengal Industrial Development Corporation Limited	16.3.2015 by 2pm

**1. Location of the Park**

- i. Infront of Protiti Building, Camac Street
- ii. Camac Street Crossing
- iii. Bowbazar Central Avenue Crossing
- iv. Gariahat Crossing
- v. Science City, Parama Crossing
- vi. Park Street
- vii. Garia Crossing

**2. Size of the hoarding 20'(w) X 10'(h)**

**3. Tenure of Display- 1 month**

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## **1. GENERAL**

**RFP through two tier bid system is** invited by **Managing Director, West Bengal Industrial Development Corporation (WBIDC)** for selection of an agency/firm of repute Installation ,printing, fixing and display of flex hoarding at various location in and around Kolkata.

## **2. Eligibility and Qualification of the bidder :**

- The bidder should be a private/ Public Ltd company registered under the companies act, 1956 or a firm or a sole proprietorship firm
- The company/Firm should have excellence in similar field for more than 05 years as on the date of tender and must have a dedicated office in Kolkata with all required services to undertake such work .
- The Company/Firm must be registered with appropriate authority on all applicable statutory duties/Taxes.
- The agency must have proven experience in works of similar nature of outdoor advertising.

**3.** Bidders must furnish full data and information as required in this Tender Document.

## **4. Rates and Quotes**

**5.** The rates quoted shall be inclusive of all taxes and duties as applicable as per the law. The quoted rates shall be firm and shall not be subject to any change whatsoever. Agencies should quote in lump sum

## **6. Contents**

The proposal shall be submitted in ONE large sealed packet, named and duly marked as "Strictly Confidential- Bid for Installation, Printing, Fixing and Display of flex hoarding of WBIDC"

## **7. Communication**

The Tender Document shall be marked to :

The Managing Director  
West Bengal Industrial Development Corporation Ltd.  
Protiti, 23 Abanindranath Thakur Sarani  
Kolkata- 700 017  
West Bengal

**Award of work against the tender is at the sole discretion of WBIDC. Proposal of the successful bidder would form the basis for future negotiations and lead to issuing of a Work Order.**

## Form of Tender

The Managing Director,  
West Bengal Industrial Development Corporation Ltd.  
Protiti, 23 Abanindranath Thakur Sarani  
Kolkata - 700 017.

Dear Sir,

Tender for Putting up of permanent hoarding structure with GI sheet covering and printing and fixing of flex hoarding and repairing work for some hoardings at different industrial park of WBIDC at various location in and around Kolkata.

We refer to the Invitation for Tender issued by you for the execution of work printing, fixing of flex, display of hoarding at various location in Kolkata as mentioned in the tender document.

We do, hereby offer to perform, execute and complete the works in conformity with the Scope of Work, Conditions of Tender and other specifications issued to us along with the Tender Document.

We have satisfied ourselves of the site conditions and examined all aspects of the Tender Document. Subject to the above, we do hereby agree, should this Tender be accepted, in whole or in part, to:

Abide by, perform and fulfill the terms and conditions of the Tender Document.  
Complete the Scope of Work within the Time Frame given in the Tender Document on issue of the Work Order.

We understand and accept that the acceptance of any Bid shall be at the sole and absolute discretion of WBIDC, and they do not bind themselves to accept the lowest tender or any tender and may reject any or all tenders received. If the above-mentioned conditions are not fulfilled or are incomplete in any respect, the Tender is liable to be rejected.

We agree to abide by the Tender bid for a period of 30 days from the date fixed for opening the same and it shall remain binding upon us at all times up to the expiration of that period.

Dated this \_\_\_\_\_ day of \_\_\_\_\_, 2015

Name:

Signature:

Designation:

Address:

**TO BE SIGNED BY THE PROPRIETOR / ALL PARTNERS OF THE FIRM / DIRECTORS OF THE COMPANY UNDER ITS COMMON SEAL**

### **3. Instructions to Bidders**

#### **3.1 Eligibility and Qualification of Bidder**

- The bidder should be a private/ Public Ltd company registered under the companies act, 1956 or a firm or a sole proprietorship firm
- The company/Firm should have excellence in similar field for more than 05 years as on publication and must have a dedicated office in Kolkata .
- The Company/Firm must be registered with appropriate authority on all applicable statutory duties/Taxes
- The company/firm must have executed at least 02 work on similar line for corporate/ private companies and Govt / Semi Govt bodies in the last 03 financial years. The company/Firm should have an average annual turnover of at least 1 Crore in the last 03 financial Years

#### **Rates, quantities and Value of Work**

- The rates quoted shall be inclusive of all taxes and duties as applicable as per law. The quoted rates shall be firm and shall not be subject to any change whatsoever and shall hold good till completion of the work including extended period of contract, if any.
- Value of work tendered for may be increased or decreased at the absolute discretion of WBIDC in which case all the other terms and conditions of contract shall remain valid and binding notwithstanding such alteration.

#### **3.3 Tender Contents**

The Tenders are to be submitted at the office of WBIDC,ground floor in 2 part bid system:

- one in Technical Proposal ,signed RFP document and all supportive papers.
- the other is Financial Proposal

## Technical proposal

The Technical proposal should contain scanned copies of the following in two cover folders

- a) RFP Document ( duly digitally signed and stamped)
- b) Documents as per table below:

Sl.No.	Category name	Sub category description	Details
1	Certificate	Proof of Bidder's qualification to participate in Tender in terms of clause 3.1.	1. Work orders showing eligibility criteria as given in clause 3.1 of the tender document.
			2. Copies of Sales Tax/ VAT registration certificate and Trade Licence
			3. Documentary proof of having office in Kolkata.
2	Company details	Company details	Proprietorship firm (trade license)
			Partnership firm ( partnership registered deed, trade licence)
			Limited company ( incorporation certificate, trade licence)
3	Credentials	Credentials	i. No. of years in this field
			ii. Last 3 years turnover (audited balance sheet along with the cash flow statement for each year to be submitted)
			iii. Name of person duly authorized to clarify, negotiate and finalize the tender along with telephone, e-mail and fax number
			iv. Key person(s) who will be in-charge of the work on this project and their bio-data
			v. Additional Information: Bidders may add any further information that they consider relevant for the evaluation of their tender that gives a better understanding of their capability.
4	Manpower	Manpower	Number of employees with the firm engaged in this area of work

### **Financial Proposal**

The financial proposal of Putting up of permanent hoarding structure with GI sheet covering and printing and fixing of flex hoarding and repairing work at different industrial park of WBIDC at various location in and around Kolkata.

**should be quoted in lump sum price in terms of this tender inclusive of all applicable taxes.**

**Additional Information: Bidders may add any further information that they consider relevant for the evaluation of their tender that gives a better understanding of their capability.**

Bidders should upload in the designated space provided to them all contents as mentioned in **a** and **b** of **Technical Proposals covers (Statutory & Non statutory)**. If the contents are not placed in appropriate locations, WBIDC will assume no responsibility for premature opening of the tender. A tender opened prematurely due to this sub-clause will be rejected.

### **3.4 Time of Submission**

The bid submission start date and bid submission by 2pm of 16.3.2015 to **Corporate Communication Division, 2<sup>nd</sup> Floor, West Bengal Industrial Development Corporation at 23, Abanindranath Thakur Sarani, Kolkata- 700 017**. WBIDC at its own, sole discretion may extend the deadline for submission of tenders by issuing an amendment in accordance with Clause 3.9 in which case all rights and obligations of WBIDC and the bidders, previously subject to the original deadline shall thereafter be subject to the new deadline as extended.

### **3.5 Opening of Tenders**

The Bid opening (Technical proposal) - Bid eligibility and Quality evaluation will be notified later. Any tender received after the deadline for submission of tenders described in accordance to Clause 3.5 will not be considered for opening.

### **3.6 Amendment of Tender Document**

At any time prior to 3 (three) days from the deadline for submission of the tender, WBIDC reserves the right to add / modify / delete any portion of the tender document by issuing an addendum, which will be sent to all bidders. In case of amendment of tender document, the Corporation may, at their own discretion, extend the bidding period only under exceptional circumstances. WBIDC will not entertain any request from any bidder to extend the tendering period.

### **3.7 Clarifications**

WBIDC may call for clarifications regarding certain aspects of the tenders received. Such clarifications are required to be provided in writing and would be considered as part of the tender. However, bidders will not be permitted to change any aspect of their Financial Proposal or any term that might materially affect the Financial Proposal after the last date for submission of tenders.

### **3.8 Tender Preparation Cost**

The bidders shall bear all the costs (inclusive of cost of data collection, preliminary survey, advisory fees etc.) incurred by them in tender preparation and submission. WBIDC will not, under any circumstances, compensate the bidder for any expense incurred in



Preparation of the tender and in connection with the preparation of the tender. All activities in connection with the preparation of the tender will be sole responsibility of the bidder.

### **3.9 Validity of Tender**

A tender once submitted shall not be withdrawn within a period of three (3) months from the day of opening of the tenders. No bidder shall be allowed to withdraw the tender during the interval between the deadline for submission of tender and the expiry of the period of validity of tenders specified in this Tender Document or as extended by the bidder.

In exceptional circumstances, prior to the expiry of the original Tender validity period, Managing Director, WBIDC may request the bidder for specified extension in the period of validity. The request and the responses thereto, shall be made in writing, or by fax followed by written confirmation.

### **3.10 Right to accept / reject**

No tender will be considered unless the tender documents are fully and completely filled in. All information that may be asked from a bidder must be unequivocally furnished.

WBIDC reserves to itself the right to accept or reject any tender or annul the tendering process or reject all tenders without assigning any reason thereof, and without thereby incurring any liability to the affected bidders.

The tenders shall be considered invalid and non-responsive for non-submission of any document stipulated herein.

### **3.11 Work Order**

The selected bidder will be issued Work Order by WBIDC.

Following documents shall be deemed to form and be read and construed as part of the Work Order:

- a) RFP., Form of Tender and Instructions to Tenderers
- b) General and other Clauses of contract
- c) Scope of work
- d) Memorandum / Declaration to be submitted with tender
- e) The Financial Bid
- f) Bidder's offer including all related clarifications, modifications, intimations, communications and correspondence between the bidder and WBIDC
- g) Work Order issued by WBIDC
- h) All Correspondence by which the tender is added or amended, varied or modified in any way

### **3.12 Commencement of work**

The date of receipt of Work order shall be considered to be the date of commencement of work. In case of failure to commence the work within 7 (seven) days of issue of Work order, the award of work shall be cancelled and the bid security/earnest money shall be forfeited.

### **3.13 Indemnification**

The bidder will be required to indemnify, WBIDC and Government of West Bengal against all liabilities, direct or indirect arising out of the tendering process.

#### **General Clauses**

### **4.1 INTERPRETATIONS**

In construing these Clauses, the said conditions and the Scope of Work, the following words shall have the meaning herein assigned to them except where the subject or context otherwise requires:

#### **Employer:**

Shall mean WBIDC, (WBIDC), Protiti, 23 Abanindranath Thakur Sarani, Kolkata- 700 017.

#### **Contractor:**

Shall mean the successful bidder selected to execute the work

#### **4.2 WORK SCHEDULE**

Time is the essence of this Contract. The Contractor (successful bidder) has to complete the entire work 30 days .

It is the responsibility of the contractor (successful bidder) to co-ordinate the work with any other contractors at site, if any.

#### **4.3 TAXES, LEVIES ETC.**

The prices quoted by the contractor (successful bidder) shall include all applicable taxes. No claims for extra on this account shall be entertained by the Employer.

Deduction shall be made at source for Income Tax and Sales Tax / Value Added Tax etc, as per Law during release of payments and necessary certificates of such deductions shall be given to the Fabrication Contractor.

#### **4.4 PAYMENT**

After successful completion of work against invoice.

#### **4.5 ESCALATION OF PRICES**

The prices quoted shall be firm and shall remain applicable during the entire period of the contract till completion (including extension of time granted, if any) and no escalation in prices will be permitted due to increase in prices of materials, rise in labour prices or due to any other reasons.

#### **4.6 SETTLEMENT OF DISPUTES**

The parties shall use their best efforts to settle amicably all disputes.

All disputes and differences of any kind whatsoever arising out of or in connection with the **erection and installation of hoarding** contract which cannot be settled amicably shall be referred within 2 days to and settled by the GM(CC) WBIDC who shall state the decision in writing. Such decision may be in the form of a Final Certificate or otherwise.

No payment due or payable by the Employer to the contractor shall be withheld on account of such proceedings unless such payments are the direct subject of the dispute.

#### **4.7 PROGRESS REPORT**

The contractor will be required to submit weekly Progress Reports of the work undertaken.

#### **4.8 BRIBES, COMMISSIONS, CORRUPT GIFTS**

Any bribe, commission, gift or advantage given or offered by or on behalf of the contractor or his partner, agent or servant, representative or agent to the Employer or to any person on his or their behalf in relation to the obtaining or to the execution of this or any other contract with Employer shall in addition to any criminal liability which he may incur, cancel this and all other contracts with the Employer and contractor shall be thoroughly exposed to the payment of any loss or damages resulting from any such cancellation.

#### **4.9 TERMINATION**

WBIDC may terminate the engagement by serving notice on the Contractor. A notice of termination may take effect immediately or on such later date as it may specify. The parties shall

be relieved from future performance of their rights and obligations under the assignment, other than those that have accrued at the date of termination. The payment/s made to the Contractor shall not be refundable and shall be treated as drop dead fee. WBIDC will however only pay for fully completed stages of work and no payment whatsoever will be made for any unfinished stage of work.

#### **4.10 OTHER CONDITIONS**

1. Tenderers are strictly advised to go through all the documents in connection with this contract carefully.
2. Tenders not filled up properly, mutilated with incorrect calculations or generally not complying with the conditions may be rejected. Each tenderer is being issued a complete set of drawings and tender documents, which are to be returned while submitting their tenders. The tenders are liable to be rejected if the complete set of drawings is not returned.
3. Every tenderer is expected to go through all the drawings and tender document. Any further clarification in the drawings and documents can be got from WBIDC.
4. The quoted rates are for the finished work. The rate must include the cost of transportation of material to the site, taxes such as sales tax, octroi, TDS, ESI, PF, VAT, work contract and wastage of material. The rates quoted shall be inclusive of labour, accommodation of labour and food throughout the contract period. The quoted rates shall be firm and shall not be subjected to any variation arising from cost of material or labour for the duration of the contract.
5. The Tenderer shall make no alteration to drawings and specifications or quantities and if any such alterations are made or any special conditions attached, the tender is liable to be rejected.
6. WBIDC reserves the right to delete/add any items listed in this Contract to the Contractor's scope of work.
7. The work shall be carried out in appropriate stages under the direction and supervision of WBIDC officials. On acceptance of the tender, the Contractor shall intimate the name of the accredited representatives who would be responsible for taking instructions from WBIDC while carrying out the work.
8. Matters not covered by the specification given in the contract, as a whole shall be covered by the relevant Indian Standard codes. If such codes on a particular subject have not been framed, the decision of WBIDC will be final.
9. The Contractor shall not be entitled to any compensation for any loss suffered by him on account of delay in commencing or executing the work whatever the cause for such delays may be including delays in procuring Government controlled or other materials.
10. No part of the contract shall be sublet without the written permission of WBIDC nor shall the power of attorney be transferred thereby authorising others to receive payment on behalf of the Contractor.

11. WBIDC's decision with regard to the material and the workmanship will be final and binding and any material rejected by WBIDC shall be immediately removed from the site.

**12. COMMENCEMENT AND COMPLETION**

After acceptance of the tender, the tenderer will sign the work order papers within two (2) days. The work shall be completed in all respects by 30 days from the date of receipt of work order.

**13. DAMAGE TO PERSONS AND PROPERTY**

The contractor shall indemnify and keep indemnified the employer against all losses and claims for injuries or damages to any person or property whatsoever which may arise out of or in consequence of the construction and maintenance of works and against all claims, demands, proceedings, damages, costs, charges, expenses, whatsoever in respect thereof in relation thereto.

**14. REMOVAL OF OFFENSIVE MATTER**

All soil, filth, rubbish and waste from their work/works considered offensive nature by the Designer and notified to the Contractor, shall be removed by the Contractor from the premises and shall be disposed off by him at his own cost on a daily basis, otherwise this will be removed and the expenses incurred will be debited to all the Contractors working at site.

**15. COMPLIANCE WITH THE LAW**

1. The Contractor shall comply with all the bye-laws and regulations of local and other statutory authorities having jurisdiction over the works and shall be responsible for the payment of all fees and other charges and the giving and receiving of all necessary notices, and keep the Employers informed of the said compliance with the by-laws, payments made, notices issued and received.
2. The Contractor shall indemnify the Employer against all claims in respect of patent rights, design, trademarks or name or other protected rights in respect of any plant, machine, work or material used for or in connection with the works or temporary works and from and against all claims, demands, proceedings, damages, costs, charges and expenses whatsoever in respect thereof or in relation thereto. The Contractor shall defend all actions arising from such claims, and shall himself pay all royalties, license fees, damages, cost and charges of all and every sort that may be legally incurred in respect thereof.

**16. MEASUREMENTS**

Measurements, if required, will be taken by authorized representative and the Contractor.

**17. MATERIAL AT SITE**

Materials will be stored at the premises entirely at the Contractors risk and cost.

**18. PAYMENTS**

Contractor can claim the payment only after completion of the job against invoice . The selected agency shall be ready to take up work beyond the mentioned scope if felt necessary and asked by WBIDC and WBIDC shall give effect to such payment arising out of the additional work

**19. EXAMINATION OF WORK BEFORE COVERING UP.**

No work shall be covered up or put out of view without the approval of WBIDC and the Contractor shall afford full opportunity to WBIDC to examine and measure any work that is about to be covered up or put out of view.

**20. WORK TREATED AS COMPLETED**

The work shall not be treated as complete until and unless

- a) The site is clear from all unused, excess, waste material etc.
- b) The Contractor to the satisfaction of the Employer has rectified any damage caused by the Contractor to the location where the work is executed.

**21. SCOPE OF CONTRACT**

The Contractor shall carry out and complete the said work in every respect in accordance with this contract .

- a. The removal/re-execution of any works executed by the Contractor.
- b. The amending and making good of any defects after completion

**22. PRICES FOR EXTRA WORK, ASCERTAINMENT OF**

Should it be found after the completion of the works that some extra work has been carried out on due instruction from WBIDC, the price for such extra work will be ascertained on mutually negotiated terms.

**23. ADDITIONAL CONDITIONS**

Any of the additional terms and conditions agreed upon between the Employer and Contractor shall also form a part of this tender document.

**Note: Strictly follow the format using separate sheets, if necessary, for submission.**

## Financial Bid

Financial Bid for <b>WBIDC /CC/230/HOARDING-IP / 2014-15 /</b>		
<b>Details</b>	<b>Rate in INR</b>	<b>Amount in INR</b>
Sub Total		
Taxes		
Total after tax		